

## **NATURAL RESOURCE PROGRAM SPECIALIST Tompkins County**

**Department:** Tompkins County Soil and Water Conservation Dist.

**Classification:** Competitive

**Labor Grade:** 11

**Approved:** 0

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for the technical planning, survey, design, and implementation of agricultural Best Management Practices through the NYS Agricultural Environmental Management (AEM) process. Other agricultural and natural resource related duties will be assigned as time permits. Work is performed under the general supervision of the Tompkins County SWCD District Manager with leeway for independent judgment.

### **TYPICAL WORK ACTIVITIES:**

Work with Tompkins County SWCD landowner cooperators to prioritize conservation practices related to farm planning, grant writing, and agricultural best management implementation.

Administer the NYS Agricultural Environmental Management (AEM) Base Program with supervision from the District Manager. Cooperate with partner agencies such as the USDA Natural Resources Conservation Service, Cornell Cooperative Extension, USDA Farm Services Agency, Upper Susquehanna Coalition, FLOWPA and others to deliver programs that will benefit conservation to local landowners.

Perform land use modeling and design utilizing software packages such as ArcGIS, Autodesk Civil 3d, etc.

Conduct surveys utilizing laser levels, GPS units and Total Stations to provide information for planning and design of conservation BMPs

Work with other staff (as time permits) to expand the District's tree, shrub, and fish stocking programs when necessary.

Work with other staff (as time permits) to enhance and expand the Envirothon Program.

Complete Soil Group Worksheets for Tompkins County residents according to NYS Ag and Markets Law (as time permits)

Participate in the Chesapeake Bay TMDL efforts by reporting farm BMP to the Upper Susquehanna Coalition and act as USC representative for Tompkins County.

Assist local watershed groups (as time permits) sample and monitor various lakes and streams.

Attend local Farmland Protection Board, Farm Service Agency and other agency meetings as they relate to conservation work the District is involved with.

Assist other District team members in survey, design and implementation of non-agriculturally related projects as time permits.

Other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of natural resource conservation and agriculture with emphasis on soil and water conservation projects as applied to an agricultural environment

Working knowledge of county and regional agricultural operations, cropping systems, management practices, equipment and related terminology.

Working knowledge of environmental laws, regulations, programs, and agencies affecting agriculture.

Ability to write successful grant proposals.

Working knowledge of construction methods, materials, equipment, and maintenance.

Thorough knowledge of the design of soil and water conservation projects.

Ability to prepare contractor bid documentation and follow District procurement policies while

implementing agricultural grant requirements.

Ability to schedule and oversee the work of contractors engaged in soil and water conservation project activities

Ability to read, analyze and interpret common scientific and related technical materials.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Able to respond to common inquiries or complaints from customers, regulatory agencies, and the business community as required.

Good communication skills, written and oral, including speaking to the public.

Working knowledge of computing software such as Microsoft Office Suite, ArcGIS, Autodesk Civil 3d

Good time management skills and ability to work independently as well as a member of a team.

Accurate and reliable

Physical condition commensurate with demands of the position.

Willingness to work outdoors under adverse weather conditions, especially in deep snow, ice, mud, and water.

**MINIMUM QUALIFICATIONS: EITHER**

(a) Graduation from a regionally accredited or New York State registered college with a bachelor's degree in agronomy, agricultural business/economics, animal science, environmental science, natural resource conservation, agricultural engineering, civil engineering, horticulture, landscape architecture, construction technology or closely related field, and one year of technical or professional experience in a farming, construction, engineering or conservation field; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college with an associates degree in agronomy, agricultural business/economics, animal science, environmental science, natural resource conservation, agricultural engineering, civil engineering, horticulture, landscape architecture, construction technology or closely related field **AND three** years of professional or technical experience in farming, construction, engineering or conservation field; **OR**

(c) An equivalent combination of training and experience as described in (a) and (b) above.

**SPECIAL REQUIREMENT:**

- a.) A valid New York State driver's license is required at the time of appointment and must be maintained throughout the life of employment.

**NOTE:** The employee must provide protective wear as may be required, such as rain gear and steel-toed foot wear.